

Additional Assessment Plan Approval Form Instructions

To fill out the top part of the form:

1. Write the name of your agency ***as it appears on your grant application***.
2. Enter the date that you have completed the form. If you make any changes to the form, place the date the revision was completed in the "Date Revised" section.
3. Enter the name of the person who completed the form.
4. Enter the telephone number for the person who completed the form.
5. Enter the current e-mail address for the person who completed the form.
6. Enter the name of the CASAS Program Specialist assigned to your agency.

To fill out the bottom part of the form:

1. In the first column ("2003-04 Objectives Numbers") list the numbers for each of the civic objectives:
 - a. Selected from the pre-approved civic objectives list (1-45)
 - b. Created by your staff and approved by CDE/CASAS (46 and up)
2. In the second column ("2002-03 Comparable Objective"), if you had an approved objective during 2002-03 that corresponds to one of the currently selected objectives, list the old objective number (such as "1A" or "2C") here.
3. In the third column ("Civics Objective Description"), write the description of your selected civics objectives for 2003-04. You may cut and paste this description from your Civic Objectives Submission form.
4. In the fourth column ("Assessment type and Description):
 - a. write the type of assessment that you plan to develop (e.g., role-play, observation checklist, and so on)
 - b. describe exactly what the student will be expected to do. For example, if the assessment is a role-play, the description might read:

"Each student will use the telephone in response to an 'apartment for rent' ad in order to obtain more information about the apartment. Examiner will play the role of the landlord."
 - c. indicate the instructional levels of the students who will take the assessment (e.g., BL-IL, Lit-BH, and so on)

If and you are planning to use an assessment that was approved in 2002-03 with the 2002-03 approved civic objective or a comparable 2003-04 pre-approved civic objective, write "Approved 2002-03" at the beginning of the description.

5. In the fifth column ("Rubric"), list the criteria that you will use to evaluate student success on the assessment. The criteria should be precise and quantifiable and should discriminate among different levels that take the assessment.
6. In the sixth column ("Rating Scale"), identify the criteria for a passing score at each level.

Example:

Rubric	Rating Scale
IL – 10 points possible Students ask at least 5 questions (2 points each) that are appropriate and comprehensible without clarification needed BH – 6 points possible Students ask at least 3 questions (2 points each) that are appropriate but may need clarification	IL – need 8 points to pass BH – need 4 points to pass

When the form is completed:

1. Send copies of the Additional Assessment Plan Approval Form as an attachment to the e-mail address at the top of the form: elcivics@casas.org.
2. If you have an assessment on the form that was approved in 2002-03 and you plan to use it with the same 2002-03 approved civic objective or with a comparable 2003-04 pre-approved civic objective, you may use the assessment as soon as you finish instruction. It need not be approved again.
3. If you have **created** any new assessments or **modified** any 2002-03 assessments, you **must wait until you receive approval** from CDE/CASAS before you administer these assessments.